Reservation Request Process

1. Go to https://tcuunions.emscloudservice.com/web/. Sign in using your TCU credentials. (works best in Google Chrome)

2. Click book now to the right of "Reserve space at the KELLY CENTER".

3. Select the date and actual time for your event. **DO NOT** include setup time and tear down time. This will be automatically included.

   a. To make multiple reservations at the same time and same location, enter the first date then click Recurrence.

4. Click on ⬆ Let Me Search For A Room

   a. Add the setup type if known.

   b. Enter the number of attendees. **The default of 9999 must be changed in order to locate a room.**

5. Click Search to view available rooms for the date and time requested.

6. Click on a room name to see details including setup types, capacity, room features, images, suggested setup diagrams and room location within the facility.

7. Click ➕ next to the room you would like to reserve.

8. Review the number of attendees and select a Setup Type if not previously completed.

9. Click Add Room

10. Click Next Step in the top right corner.

11. Select the Services needed for the reservation. Any Notes/Special Requests can be added at this time.

12. Click Next Step in the top right corner.

13. Complete the required Reservation Details. You must read and agree to the Terms and Conditions, which is linked to the current Kelly Center facility policies and procedures.

14. Click Create Reservation in the bottom right corner.

On the Reservation Created page you will have an option to add the reservation to your outlook calendar and edit your reservation.

You will receive a confirmation email summary of your reservation request once it has been approved. **Please wait until you receive an email confirmation before you advertise or make further plans for your event.**

If you have a question or a problem, please email kellycenter@tcu.edu or call the Kelly Center office at 817-257-5578.